

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0577272**
POSITION NO: **237113**
CLASS CODE: **3850**

Date Posted: **12/03/12**
Closing Date: **12/14/12**

POSITION TITLE: **COOK'S AIDE**
DEPARTMENT NAME: **NDSS/FORT DEFIANCE REGION - CHILD CARE DEVELOPMENT FUND PROGRAM**
DEPARTMENT NO: **57** WORKSITE LOCATION: **St. Michaels, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R54A**
Days: **Monday-Friday** Permanent: ☒
Hours: **7:00 AM-6:00 PM** Temporary: ☐ Duration: \$ **16,120.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** \$ **7.75** Per Hour

DUTIES AND RESPONSIBILITIES:

Assists in preparing and cooking foods in accordance with planned menu; cleans kitchen area, cooking equipment, utensils, and surrounding areas to assure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; performs work of routine difficulty in assisting with planning, organizing, preparation and cooking of meals; attends meetings and training related to health appropriate food preparation.

QUALIFICATION REQUIREMENTS:

Education and Training:

PREFERRED: A high school diploma or GED certificate.

Experience:

One (1) year experience preparing and cooking food; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).**

Special Knowledge, Skills and Abilities:

Knowledge of the proper care and use of institutional food preparation equipment; knowledge of the menu selection process. Knowledge of the principles of healthy eating; knowledge of the proper procedures in cleaning institutional food preparation equipment; skill in maintaining sufficient food supplies; skill in interacting with others; skill in preparing nutritious and appetizing meals; ability to follow oral and written instructions.

License/Certification Requirements (preferred, but not required):

Must possess a Food Handlers Permit. PREFERRED: Possess a CPR, Basic First Aid, ; Fingerprinting and Background Check Clearance. A valid State Driver's License.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99